

Newaygo County Circuit Court  
Enforcement Officer

Newaygo County Circuit Court is seeking a highly motivated individual to fill the position of Enforcement Officer. This position monitors and enforces compliance with court orders primarily pertaining to child support, medical provisions and bench warrants. Coordinates enforcement efforts with law agencies. Conducts pre-hearings with clients and/or attorneys on delinquent support matters and attempts to resolve matters prior to a formal court hearing. Attends sessions of court relating to enforcement matters as a representative of the Friend of the Court. Responds to complaints regarding support issues and medical provisions. Provides supervision and guidance to other enforcement staff.

Equivalent of two years of college level coursework in criminal justice and/or the behavioral sciences. Prefer a Bachelor's Degree in the behavioral sciences with coursework in interpersonal communication. One year of experience in the court system with some responsibility for client contact and accounting. Prefer experience in a Friend of the Court office providing familiarity with domestic relations and support issues.

This is a full time position with benefits. The annual salary range for this position is \$29,103.98 to \$34,171.69. You may obtain an application and a copy of the job description by visiting Newaygo County's website at <http://countyofnewaygo.com/Admin/AdminHome.htm>.

To apply, submit an employment application, cover letter, resume and three professional references by mail to the Human Resource Department, PO Box 885, White Cloud, MI 49349 or by personal delivery to 1087 Newell Street, White Cloud, MI 49349. Deadline for applying for this position is **March 14, 2008 at 5:00 p.m.**